

UNITED STATES OF AMERICA,  
Plaintiff,  
WALKER RIVER PAIUTE TRIBE,  
Plaintiff-Intervenor,  
v.  
WALKER RIVER IRRIGATION DISTRICT,  
a corporation, et al.,  
Defendants.

On June 3, 2013, the Court entered the Order Regarding Service and Filing in Subproceeding C-125-B On and By Unrepresented Parties (the "Unrepresented Party Order") (Doc. 1874). Because of the unique circumstances of this case and for the reasons expressed at the Status Conferences in this matter on July 25, 2013 and November 4, 2013, the Court has determined that the Unrepresented Party Order should be modified. In order to have all of the provisions regarding service on all parties, including, but not limited to, Unrepresented Parties in one Order, rather than two, the Court is entering this Order (hereafter, "Superseding Order") to completely supersede the Unrepresented Party Order.

22 In this Superseding Order, the Court is ordering every unrepresented party who wishes  
23 to appear and participate in this case to complete and return the attached form titled: **NOTICE**  
24 **OF APPEARANCE AND INTENT TO PARTICIPATE AND/OR NOTICE OF**  
25 **SELECTING METHOD OF SERVICE.** Through this form, each unrepresented party who  
26 wishes to appear and participate in this case must elect whether to receive notice of filings  
27 electronically (by e-mail) or in writing (by postcard).

1 Unless you have previously taken action in response to the Unrepresented Party Order  
2 of June 3, 2013, within sixty (60) days from being served this Superseding Order, you may  
3 need to take action described on pages 8 through 10, paragraphs 6 through 12, below.

#### 4 INTRODUCTION

5 This case or Subproceeding, referred to interchangeably by the designation "3:73-CV-  
6 00127-RCJ-WGC" and "C-125-B," concerns claims to water rights asserted by the United  
7 States in the Walker River Basin. Through this Superseding Order, the Court is only  
8 addressing case management issues related to this case - Subproceeding C-125-B. You are  
9 receiving this Superseding Order because you are a defendant in Subproceeding C-125-B.

10 The purpose of this Superseding Order is to identify and implement the alternative  
11 methods of service for all parties to receive or to be served papers.

#### 12 BACKGROUND

13 Previously, this Court required the United States of America ("United States") and the  
14 Walker River Paiute Tribe ("Tribe") to serve persons and entities holding certain categories of  
15 water rights pursuant to the provisions of Rule 4 of the Federal Rules of Civil Procedure ("Fed.  
16 R. Civ. P.") with a Notice in Lieu of Summons that required them to file a Notice of  
17 Appearance and Intent to Participate. Thus far, the United States and Walker River Paiute  
18 Tribe have served approximately 3,280 parties who remain defendants in this case. Of those  
19 served, approximately 180 have entered their appearance and are represented by an attorney. In  
20 addition, approximately 1,000 parties have filed a Notice of Appearance and Intent to  
21 Participate but are not represented by an attorney. Finally, of the remaining approximately  
22 2,100 of those served, a response has not been filed and they are deemed not to have appeared  
23 at all.

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25 Throughout the remainder of this Superseding Order, the following definitions shall  
26 apply:

27 "Represented Party" means a party who has been served, who has filed a Notice of  
28 Appearance and Intent to Participate, and who is represented by an attorney.

1           **"Unrepresented Party"** means a party who has been served and who previously filed a  
2 Notice of Appearance and Intent to Participate, but who is not represented by an attorney.

3           **"Non-Appearing Party"** means a party who has been served, but who has not filed a  
4 Notice of Appearance and Intent to Participate, thus making no appearance in this case.

5           Under Fed. R. Civ. P. 4, parties, such as the United States and the Tribe, who assert  
6 claims must initially serve affected persons/entities by personal service (or secure waiver of  
7 such service). Once a person/entity has been initially served, Fed. R. Civ. P. 5 describes that all  
8 subsequent filings (motions, papers, documents, etc.) may be served on that person/entity by  
9 mail or electronic means.

10           In this case, now that the initial service under Fed. R. Civ. P. 4 is complete, the  
11 provisions of Fed. R. Civ. P. 5 control the service of papers filed. Because of the large number  
12 of **Non-Appearing Parties** and **Unrepresented Parties**, the Court is entering this Superseding  
13 Order to clarify which papers filed in this matter must be served, on whom they must be served,  
14 and how they must be served under Fed. R. Civ. P. 5 as this matter moves forward.

15           Fed. R. Civ. P. 5(a)(2) provides that no service is required on a party who has failed to  
16 appear (*i.e.* in this case, a **Non-Appearing Party**). For purposes of that Rule and as applied to  
17 this case, except as provided in pages 7 through 8, paragraphs 3 through 5, below, a **Non-**  
18 **Appearing Party** here who has been properly served and has not filed a Notice of Appearance  
19 and Intent to Participate **need not be served further by the Court or other parties unless**  
20 **and until that party does so appear (except for pleadings asserting a new claim for relief**  
21 **against that party, which must be served on that party under Rule 4).**

22           With respect to parties who have appeared, Fed. R. Civ. P. 5 controls service of papers  
23 on them. Under that rule, most papers filed in this matter are required to be served on every  
24 other party. Fed. R. Civ. P. 5 specifies several methods for this service. Two of the most  
25 frequently used methods are service by mail and service by electronic means.

26           Under the Local Rules for the U.S. District Court for the District of Nevada ("Local  
27 Rules"), parties who are represented by attorneys serve other parties represented by attorneys  
28 using the Court's Case Management/Electronic Case Filing system ("CM/ECF System").

1 However, use of the CM/ECF System is generally limited to attorneys representing a party,  
2 who are required to file and receive all papers using this electronic system. Authorized users  
3 do not receive paper copies of filings by mail because the CM/ECF System sends them e-mail  
4 notice of all filings with a link to an electronic copy of the document in the CM/ECF System.  
5 Use of the CM/ECF System is easy, efficient and economical. This Superseding Order does  
6 not change the requirement for attorneys for **Represented Parties** to use the CM/ECF System.

7 Because of the large number of **Unrepresented Parties** who have appeared, the Court  
8 has identified a need for an effective, efficient, and inexpensive method for the Court, as well  
9 as all parties, to serve papers on **Unrepresented Parties**, and conversely, to allow  
10 **Unrepresented Parties** to serve papers that they might file. Because the CM/ECF System is  
11 generally not available for service on **Unrepresented Parties**, service of documents upon  
12 **Unrepresented Parties** must be accomplished by another means. Typically, parties without an  
13 attorney are served paper copies of filings by mail and must serve paper copies of their own  
14 filings by mail on every other party who has appeared. The cost of copying and mailing a  
15 paper may not be significant when a case includes only a few unrepresented parties. Here,  
16 however, there are approximately 1,000 **Unrepresented Parties** and the cost of postage alone  
17 for every paper served on the Court by an **Unrepresented Party** could be, at a minimum,  
18 approximately \$490.00.

19 Although the Court is concerned with, among other things, the cost to the judiciary of  
20 mailing paper copies, of greatest concern to the Court is that the cost of requiring every party to  
21 serve every filing by mail on every other party will unfairly impede the participation of all  
22 parties to this matter whether represented or unrepresented.

23 Fundamentally, the Federal Rules of Civil Procedure are designed so that the Court can  
24 ensure "the just, speedy, and inexpensive determination of every action and proceeding." Fed.  
25 R. Civ. P. 1. Further, the Local Rules allow papers to be filed or served by electronic means.  
26 Local Rules 5-3 and 5-4 allow electronic filing and service pursuant to Special Order No. 109.  
27 Further, the Court may amend the electronic filing procedures in Special Order No. 109 "in  
28 keeping with the needs of the Court." Therefore, application of Fed. R. Civ. P. 1, the

1 circumstances of this complex subproceeding, the needs of the Court, and the interests of  
2 fairness require this Court to develop unique service procedures for the remainder of this  
3 subproceeding.

4 **FINDINGS AND CONCLUSIONS**

5 Accordingly, and based upon the foregoing, the Court finds:

6 **THAT** the alternative methods addressed in this Superseding Order for service on all  
7 Parties and filing by such parties through the Clerk's Office are fair, are in keeping with the  
8 needs of the Court and all parties, and are consistent with the Federal Rules of Civil Procedure,  
9 the Local Rules of this Court, and Special Order No. 109;

10 **THAT** the procedure set forth herein for **Unrepresented Parties** to request to be on the  
11 Court's "postcard notice" list, including the conditions for them to remain on the "postcard  
12 service" list, is a reasonable exception to electronic service; and

13 **THAT** the additional, limited use of the CM/ECF System and the establishment and  
14 maintenance of the public website described below will not overburden the Court staff.

15  
16 **ORDER**

17 **NOW, THEREFORE, IT IS HEREBY ORDERED:**

18 **Establishment of a Public Website:**

- 19 1. The Clerk of the Court has established and will maintain a website that is separate from  
20 the Court's official docket and available to the public, on which the Clerk has and will  
21 post Orders and other filings of Subproceeding C-125-B.
- 22 2. This separate public website may be accessed directly at:  
23 <https://ecf.nvd.uscourts.gov/casedisplay> or by selecting "Walker River" on the District  
24 of Nevada's official website ([www.nvd.uscourts.gov](http://www.nvd.uscourts.gov)).

25 **Service of this Superseding Order:**

- 26 3. The Court shall serve this Superseding Order through the CM/ECF System on all  
27 **Represented Parties**. In addition, the Court shall send e-mail notice of this  
28 Superseding Order electronically to all unrepresented persons who have previously

1 consented to such service and provided the Court with an e-mail address for such  
2 service.

3 4. Within thirty (30) days from entry of this Superseding Order, the United States shall  
4 serve this Superseding Order by first-class mail on **Unrepresented Parties** who have  
5 not consented to service by email. The United States shall serve **Unrepresented**  
6 **Parties** at their last known address as reflected by the most recent correspondence with  
7 **Unrepresented Parties**, including as reflected on the Walker River Irrigation District's  
8 most recent assessment list, at the address shown thereon. Such service by the United  
9 States shall also include the Notice of Appearance and Intent to Participate and/or  
10 Notice of Selecting Method of Service Form in form and substance as attached hereto as  
11 Exhibit A (the "Notice of Appearance and Election Form").

12 5. Within thirty (30) days from entry of this Superseding Order, the United States shall  
13 also serve this Superseding Order by first-class mail on all **Non-Appearing Parties**.  
14 The United States shall serve such persons at their last known address as reflected by  
15 records maintained by the United States and/or the Clerk of the Court, including as  
16 reflected on the Walker River Irrigation District's most recent assessment list, at the  
17 address shown thereon. Such service by the United States shall also include the Notice  
18 of Appearance and Election Form.

19 **Action By Non-Appearing Parties:**

20 6. To give **Non-Appearing Parties** another opportunity to appear, to continue to receive  
21 notice as provided in this Superseding Order, and to be heard, within sixty (60) days  
22 from such service of the Superseding Order on them by the United States, **Non-**  
23 **Appearing Parties** may mail the attached **NOTICE OF APPEARANCE AND**  
24 **INTENT TO PARTICIPATE AND/OR NOTICE OF SELECTING METHOD OF**  
25 **SERVICE** to the Clerk of the Court.

26 7. A **Non-Appearing Party** who appears through an attorney will, as a result thereof,  
27 become a **Represented Party** and will thereafter file and serve and be served with  
28 papers through the CM/ECF system.

1 8. A **Non-Appearing Party** who files a **NOTICE OF APPEARANCE AND INTENT**  
2 **TO PARTICIPATE AND/OR NOTICE OF SELECTING METHOD OF**  
3 **SERVICE**, but who is not represented by an attorney, will, as a result, become an  
4 **Unrepresented Party**, and must either consent to receive service by e-mail notification  
5 or request to receive service by postcard (hereafter referred to as "postcard notice") as  
6 outlined in paragraphs 11 through 12, below. Any such party with access to a computer  
7 and the Internet, is **strongly** encouraged by the Court to consent to electronic service in  
8 order to reduce the costs associated with service not only for all other parties, but also  
9 for that party because any paper filed by that party in this matter will otherwise have to  
10 be served by U.S. mail on other parties as provided in this Superseding Order by that  
11 party at considerable expense. However, by consenting to electronic service, such party  
12 will be sent an e-mail each time a document is filed with the Court and will be directed  
13 to a specific location on the Court's website where the document can be examined  
14 easily and at no additional cost to that party.

15 9. A **Non-Appearing Party** who does not file a **NOTICE OF APPEARANCE AND**  
16 **INTENT TO PARTICIPATE AND/OR NOTICE OF SELECTING METHOD OF**  
17 **SERVICE** will, as a result, remain a Non-Appearing Party. Parties who have been  
18 properly served under Fed. R. Civ. P. 4 and who have not filed a Notice of Appearance  
19 and Intent to Participate are in "default" for purposes of Fed. R. Civ. P. 5(a)(2). No  
20 further service will be required under Fed. R. Civ. P. 5 on those **Non-Appearing**  
21 **Parties**, unless and until they so appear.

22 10. Paragraph 9 immediately above is not intended to change and does not change the  
23 provisions of the April 18, 2000 Case Management Order (Doc. 108) at page 12,  
24 paragraph 13, that no default shall be taken under Fed. R. Civ. P. 55 and the Court will  
25 take no action to enter a default or a default judgment under that Rule against any **Non-**  
26 **Appearing Party**.

27 ///



**Action By Unrepresented Parties:**

11. If an **Unrepresented Party** previously responded to the Court's June 3, 2013 Unrepresented Party Order, and informed the Court of an election of a method of service (i.e. by e-mail or by mail only), such party need not complete and return the attached Notice. However, because parties serving documents are required to only mail a postcard notice to those who have elected postal mail service, the Court requests that unrepresented parties who have previously opted for service by mail reconsider and re-elect to get service by e-mail.

12. An **Unrepresented Party** who did not respond to the June 3, 2013 Order, must either consent to receive service by e-mail notification or request to receive service by postcard. Within sixty (60) days of service of this Superseding Order on such an **Unrepresented Party** by the United States, every such **Unrepresented Party** must complete and return to the Court the attached Notice of Appearance and Election Form concerning an election of service. The notice must be mailed to:

U.S. District Court Clerk, Attn. C-125-B Notice Clerk  
Bruce R. Thompson Courthouse  
400 S. Virginia Street, Room 301  
Reno, Nevada 89501

If an **Unrepresented Party** has access to a computer and the Internet, the Court strongly encourages that they consent to electronic service in order to reduce the costs associated with service not only for all other parties, but also for themselves because any paper they file in this matter will have to be served by them on other parties as provided in this Superseding Order. An **Unrepresented Party** consenting to electronic service may wish to create a new e-mail address to receive notice from the Court that is separate from that party's personal or other e-mail addresses.

**Consequences of Election or Failure to Elect:**

13. If an **Unrepresented Party** consents to electronic service, that party will receive an e-mail from the Court each time a document is filed in this case and in that e-mail will be



1 directed to a specific location on the Internet where the document can be easily accessed  
2 and examined.

3 14. If an **Unrepresented Party** elects to receive postcard notice for substantive documents  
4 filed in this matter, that party will be mailed a postcard each time any other party files a  
5 paper required to be served by Fed. R. Civ. P.5(a) and by paragraphs 17 and 18, below.

6 15. If an **Unrepresented Party** fails either to consent to electronic service or service by  
7 postcard, or if a **Non-Appearing Party** takes no action and remains a **Non-**  
8 **Appearing Party**, that party shall be deemed to have consented and agreed to  
9 receive service and subsequent notice of all filings in this matter by taking the  
10 responsibility to check the public website by selecting "Walker River" on the  
11 Court's website ([www.nvd.uscourts.gov](http://www.nvd.uscourts.gov)) or by accessing the public website directly  
12 (<https://ecf.nvd.uscourts.gov/casedisplay>). ~~All such parties shall be deemed to have~~  
13 ~~received notice of all subsequent Orders and other filings in Subproceeding C-125-~~  
14 ~~B.~~

15 16. At any time, a party who fails to make a service election may elect to start receiving  
16 electronic or postcard notice by filing with the court a request for such service through  
17 the Notice of Appearance and Election Form attached to this Superseding Order. The  
18 process to file a document with the Court is described in paragraph 23, below.

19 **Service of Motions, Papers and Documents Filed with the Court**

20 17. Except as provided in paragraph 20, below, after this Superseding Order has been  
21 issued and served as described in paragraphs 3 through 5, above, for any paper filed  
22 with the Court in this Subproceeding every party shall serve every other party with the  
23 item filed as follows:

- 24 a. that paper will be automatically served on all **Represented Parties** through the
- 25 CM/ECF System;
- 26 b. notice that a paper has been filed will be automatically served by the Court on
- 27 all **Unrepresented Parties** who elected to get service by e-mail and such notice
- 28 will direct the recipient to view papers through the Court's website; and

c. written notice, at least in the form of a postcard, of that paper will be mailed to every **Unrepresented Party** who has elected to receive notice of filings by mail only and such notice will direct the recipient to view papers through the Court's website.

18. Such postcard notice described in paragraph 17.c, above, must contain the following information: language specifically informing the recipient that the recipient is receiving a NOTICE that a paper has been filed in this litigation; language informing the recipient that they are receiving the Notice as ordered by the Court; the date the paper was filed; the name of the party or parties who filed the paper; the Court's docket number for the filed paper; the name of the paper that was filed; and the address of the public website established by the Court where the party may view, print and/or save the paper. A single postcard notice may provide notice of the filing of multiple papers, and may provide notice on behalf of more than one party.

19. The Court shall maintain the list of those **Unrepresented Parties** who have elected to receive postcard notice.

**Filings For Which Postcard Service Not Required:**

20. Consistent with Fed. R. Civ. P. 5(a)(1)(D) and Local Rule 7-5, the postcard notice provided for in paragraph 17.c, above, will not be required for a motion that may be heard *ex parte*.<sup>1</sup> As well, the postcard notice provided for in paragraph 17.c, above, will not be required for any other filing (notice, pleading, motion, etc.) that does not affect the rights of others and does not raise a significant issue of law or fact. **At the conclusion of every filing, the filing party shall state whether the materials filed are subject to the postcard notice provided for in paragraph 17.c, above, and, as a result, whether they have served Unrepresented Parties who have opted for postcard notice.** In the event that the Court, for whatever reason, disagrees with a

<sup>1</sup> "Ex parte" refers to a motion or application that is filed with the Court but is not served on other parties or to a communication made with the Court outside the presence of the other parties. See Local Rules 7-5(a), 7-6(a). Generally, a party may not appear before the Court or file documents *ex parte*; however, under specific circumstances and as permitted by the Federal Rules of Civil Procedure and the Local Rule, occasion may exist in these proceedings to appear or file documents *ex parte*. See Local Rules 7-5 and 7-6.

1 filing party's determination that a filing is not subject to postcard service, the Court will  
2 instruct the filing party to serve **Unrepresented Parties** by postcard.

3 **Motions Requiring a Response:**

4 21. The Court, at a later date, will adopt special procedures regarding the timing of and  
5 requirement for responses to motions.

6 **Availability to Public:**

7 22. All documents filed with this Court concerning this case will be available to the public  
8 for free viewing at the Clerk's Office in Reno, Nevada, and through the website  
9 described in paragraph 2, above. Free, public access to the Internet and the Court's  
10 website may be made at the following locations near the Walker River Basin:

11 **Nevada libraries near Walker River Basin with public use computers**

12 Carson City Library, 900 North Roop Street, Carson City 89701 (775-887-2244)

13 Churchill County Library, 553 S Maine Street, Fallon 89406 (775-423-7581)

14 Fernley Branch - Lyon County, 575 Silver Lace Blvd, Fernley 89408 (775-575-3366)

15 Mineral County Library, 110 1<sup>st</sup> Street, Hawthorne 89415 (775-945-2778)

16 Douglas County Library, 1625 Library Lane, Minden 89423 (775-782-9841)

17 Lyon County Central Library, 20 Nevin Way, Yerington 89447 (775-463-6645)

18 **California libraries near Walker River Basin with public use computers**

19 Mono County Public Libraries

20 94 N School Street, Bridgeport 93517 (760-932-7482)

21 111569 HWY 395, Coleville 96107 (530-495-2788)

22 400 Sierra Park Rd., Mammoth Lakes 93546 (760-934-4777)

23 **Filings by Unrepresented Parties:**

24 23. **Unrepresented Parties** may *file* documents in Subproceeding C-125-B by mail or in  
25 person with the Clerk of the Court at:

26 Clerk of the Court, Bruce R. Thompson Courthouse  
27 400 S. Virginia Street, Room 301  
28 Reno, Nevada 89501

1 24. In connection with all such filings, **Unrepresented Parties** must follow the  
2 requirements set forth in paragraph 17 above and the Local Rules for the Federal  
3 District Court of Nevada, which are available through the Court's official website  
4 ([www.nvd.uscourts.gov](http://www.nvd.uscourts.gov)) and at the Clerk's Office.

5 **Changes of Address and/or E-mail:**

6 25. Whether an **Unrepresented Party** has elected to receive electronic notice of filings as  
7 described herein, elected to receive service by postcard, or made no service election,  
8 every **Unrepresented Party** must notify the Court if their mailing and/or e-mail  
9 addresses change. In the event that the Court receives notification from the U.S. Postal  
10 Service that the address associated with an **Unrepresented Party** is no longer valid, the  
11 Court shall no longer rely upon that address, shall remove that address from the list  
12 maintained and described in paragraph 19, above, and no other party shall be required to  
13 send any mailing to the invalid address. Any **Unrepresented Party** whose address is  
14 determined to be invalid may resume receiving correspondence by providing the Court  
15 with his/her valid address.

16 26. Notice of all e-mail and/or mailing address changes must be filed with the Court at:

17 U.S. District Court Clerk, Attn. C-125-B  
18 Bruce R. Thompson Courthouse  
19 400 S. Virginia Street, Room 301  
Reno, Nevada 89501

20 27. **Unrepresented Parties** who fail to notify the Court of mailing or e-mail address  
21 changes and who, as a result of such failure, do not receive notice of a filed document  
22 will nevertheless be deemed to have notice of that document and all subsequent orders  
23 and other filings in this matter.

24 ///

25 ///

26 ///

27 ///

28

**Required Form to Complete and Return to the Court:**

28. The **NOTICE OF APPEARANCE AND INTENT TO PARTICIPATE AND/OR NOTICE OF SELECTING METHOD OF SERVICE** shall be completed and shall be returned to:

U.S. District Court Clerk, Attn. C-125-B  
Bruce R. Thompson Courthouse  
400 S. Virginia Street, Room 301  
Reno, Nevada 89501


29. As described in the paragraphs above, any **Unrepresented Party** who elects not to register for electronic notice of filings of documents must request to be on the Court's postcard notice list.
30. **Unrepresented Parties** needing assistance with the electronic notice and/or filing procedures provided for herein are encouraged to contact the Clerk of Court at 775-686-5800, 9:00 a.m. to 4:00 p.m., Monday through Friday, excluding federal holidays.

**Miscellaneous:**

31. All parties are encouraged to keep a copy of this Superseding Order and a copy of their completed **NOTICE OF APPEARANCE AND INTENT TO PARTICIPATE AND/OR NOTICE OF SELECTING METHOD OF SERVICE** for future reference.
32. The cost associated with postcard service is potentially extremely high not only to Represented and Unrepresented Parties but to the Court as well. Therefore, the Court strongly encourages all Unrepresented Parties to consent to electronic service because e-mail notice in conjunction with the use of the Court's website is prompt, helps keep parties apprised of the proceeding's status, and avoids significant mailing expenses. The Court appreciates your careful attention to this Superseding Order.
33. As described in the paragraphs above, even if an Unrepresented Party had previously requested to be mailed a copy of documents, parties serving documents are required to only mail a postcard notice to those who have elected mail service.

34. This Order supersedes in its entirety the Unrepresented Party Order of June 3, 2013 (Doc. 1874).

\_\_\_\_\_, 2014.



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UNITED STATES DISTRICT JUDGE

UNITED STATES DISTRICT COURT  
DISTRICT OF NEVADA

UNITED STATES OF AMERICA,

Plaintiff

WALKER RIVER PAIUTE TRIBE,  
Plaintiff-Intervenor

vs.

WALKER RIVER IRRIGATION DISTRICT,  
a corporation, *et al.*,

Defendant

IN EQUITY NO. C-125-RCJ

SUBPROCEEDING NO. C-125-B  
3:73-CV-00127-RCJ-WGC

NOTICE OF APPEARANCE AND INTENT TO PARTICIPATE  
AND/OR  
NOTICE OF SELECTING METHOD OF SERVICE

1. I hereby enter my appearance in this case OR I have already entered my appearance in this case and am providing the Court with my service election choice as outline in paragraph 4, below.

2. I am filing this document with the District Court by mailing it or delivering it to the following address:

U.S. District Court Clerk, Attn. C-125-B  
Bruce R. Thompson Courthouse  
400 S. Virginia Street, Room 301  
Reno, Nevada 89501

3. If I (or the entity on whose behalf I am acting) have retained an attorney for representation in these proceedings, I identify that attorney below, along with his or her mailing address, telephone number, facsimile number, and e-mail address:

Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PLEASE NOTE:** Attorneys are reminded that they are required to comply with the electronic filing procedures of the U.S. District Court for District of Nevada.

"Attorneys who are admitted to the bar of this court, admitted to participate in a case *pro hac vice*, or who are authorized to represent the United States and its agencies, shall register as Filing Users of the



System. Registration shall be in the form prescribed by the Clerk of the Court and by these Electronic Filing Procedures." U.S. Dist. Ct., D. Nev., Electronic Filing Procedures (rev. Aug. 24, 2006) at I.C.

4. If I am not represented by an attorney, I elect to receive service of documents by one of the two court approved methods (select only one method of service):

a. **Electronic Service** \_\_\_\_\_ (your initials) to the following e-mail address of notice that a motion, pleading, or document has been filed in this case and that it may be viewed at the Court's website ([www.nvd.uscourts.gov](http://www.nvd.uscourts.gov)):

\_\_\_\_\_  
(please provide a current e-mail address).

b. **Postcard Service** \_\_\_\_\_ (your initials) to the following physical mailing address of notice that a motion, pleading, or document has been filed in this case and that it may be viewed at the Court's website ([www.nvd.uscourts.gov](http://www.nvd.uscourts.gov)):

\_\_\_\_\_  
(please provide a current mailing address).

**PLEASE NOTE:** To keep costs down for all parties to this case, the District Court **strongly** encourages unrepresented parties to accept Electronic Service.

(Signature)

(Printed or typed Name)

(Entity, if any, on whose  
behalf you are appearing)

(Address)

(Telephone number)